

15 December 1952

MEMORANDUM FOR: The Deputy Director (Administration)

SUBJECT: Report of Activities - Wk. Ending 13 December 1952

1. CIA Regulations.

a. The first meeting of the Steering Committee appointed to assist in the program to revise Agency regulations was held during the week. The Committee has been given a draft regulation, [REDACTED] to review during the coming week. At the next meeting, the regulation will be discussed and revised. It will then be circulated to the Deputy Directors for their concurrences prior to submission for issuance. This regulation is the basic Agency regulation which will govern the issuance of all Agency regulations.

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b. The Committee is also developing the detailed concept of Regulations so as to prepare a general instruction as to format, editorial policies, and, in particular, to delimit the degree of detailed policy and procedure which should be presented in regulations. This instruction will be used in training and advising the many individuals who will actually be concerned with the writing of regulations.

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2. Project [REDACTED]

a. Most of the week was spend with officials of EE/DDP, the General Counsel's Office, and CM pulling together the administrative details of this project. Acting as interim case officer, the writer has prepared a project amendment for EE Division for presentation to the DDP. In addition, a carefully laid out program of corrective action is being developed for the use of EE and CM. Lastly, a critique on this project is being prepared to illustrate CIA errors and deficiencies in the handling of the project. The purpose of this critique is to encourage changes in the working relationships between the Operating Division and CM which is believed would ensure better handling in the future of projects of this type.

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3. Project [REDACTED]

a. As instructed, I have begun work to assist the Administrative Planning Staff to develop at least a basic administrative plan to accompany this project in its presentation to the PRC.

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4. Briefing Study.

a. A staff study on the problem of briefing personnel being transferred overseas was submitted during the week. This study purposely did not deal with individual complaints and problems which indicate deficiencies in Agency briefing. Rather, it dealt with the basic deficiencies and the manner in which the Agency has heretofore approached the over-all problem of briefing. The study contains recommended courses of action which if followed would result in a sound briefing program.

b. The study presented, if accepted, should be immediately followed by a specific study to remedy the basic deficiencies and correct the detailed inadequacies inherent in our present briefing and processing arrangements.

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Special Assistant to the  
Deputy Director (Admin.)

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